

Bagging Quick Reference Cards



These cards illustrate the correct and incorrect ways to assemble orders. Also included are the "Golden Rules of Bagging" and Accessories Cards that list accessories such as napkins, straws, or dressing used for orders.

Use these cards as a training tool during Huddles and TTM, or hang them on a hook at the Pick-Up Window or Front Register for quick reference.





Wendy's®

Wendy's Bagging Golden Rules

Remember these Golden Rules for Bagging.

- ☑ Place all napkins and accessories on top.
- ☑ Never stack anything on Premium Sandwiches wrapped in wax wrap.
- ☑ Two LTO Clamshell cartons may be stacked on top of each other. An LTO Clamshell carton can be stacked on top of a potato.
- ☑ LTO Clamshell Combos can be bagged with one Value Sandwich on top of the Clamshell.
- ☑ Bag multiple Premium Sandwich Combos in separate 8-lb. bags and Clamshell Combos in separate 12-lb. bags.
- ☑ When bagging any sandwich by itself, place the sandwich flat in the bag, folded side down.
- ☑ Always bag Chili's in the bottom of the bag. Do not stack Chili's.
- ☑ Never stack any other food items on top of French Fries or Chicken Nuggets.
- ☑ Never bag hot and cold items in the same bag (except Apple Slices in a Kids' Meal).
- ☑ Always place Kids' Meal toy next to last, under the receipt in the bag.

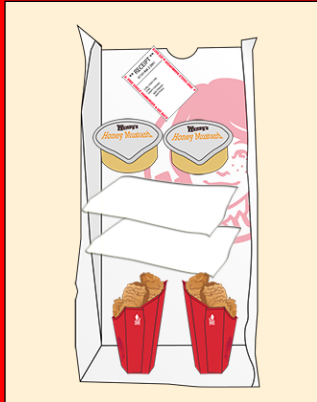
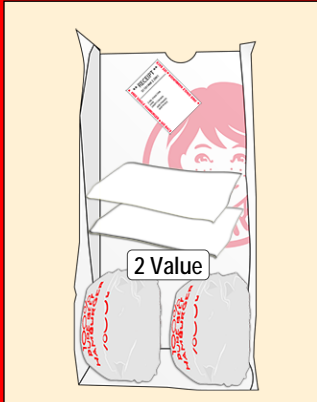


Glossary of Terms

Term	Definition
Wendy's Bagging Guidelines	<p>These are general bagging guidelines. The default for bagging specific items is illustrated as the 5 lb., 8 lb., 12 lb., and Salad bagging examples shown on these cards.</p> <ul style="list-style-type: none">• 5lb. Bag: 1 - 2 Items• 8lb. Bag: 3 - 4 Items• 12lb. Bag: 5 - 6 Items• Kids' Meal Bag: Kids' Meal Entrée and Side Item• Salad Bag: 1 - 2 Entrée Salads
Cup Carrier	Used when a customer has more than 1 drink in a "To Go" or a PUW order
Accessories	<p>Complements to sandwiches, salads, drinks and/or side items:</p> <ul style="list-style-type: none">• Napkins and Straws• Ketchup, Salt and/or Pepper Packets• Spoons, Knives and/or Forks• Salad Dressings and Toppings, Crackers, Sour Cream, Sugar, Creamers• Receipt is placed "On Top" in the last bag of the order
Premium	Items made on a Premium (large) Bun or items not on the "Right Price, Right Size" Menu
Value	Items made on a Value (small) Bun or items on the "Right Price, Right Size" Menu

5 LB. BAGGING GUIDELINES

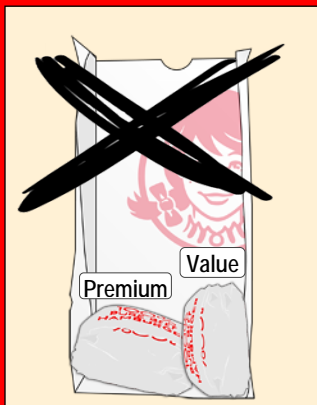
5 LB. PAUTAS DE EMBOLSADO





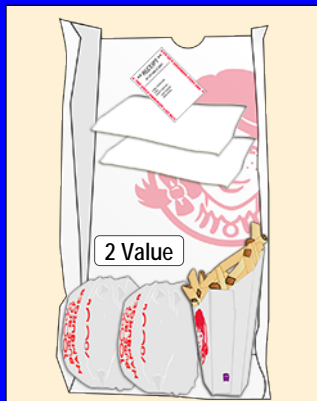
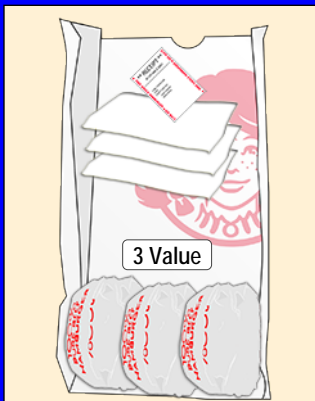
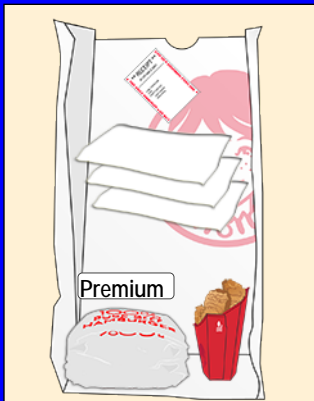
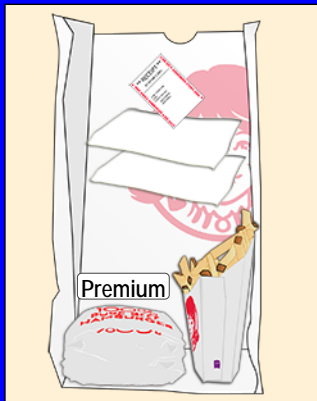
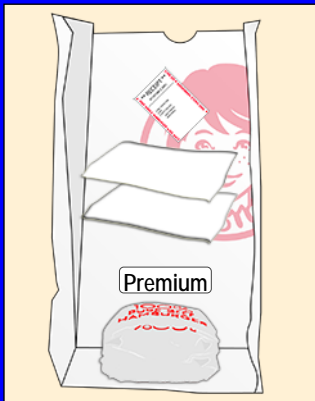
INCORRECT 5 LB. BAGGING

INCORRECTO 5 LB. EMBOLSADO



8 LB. BAGGING GUIDELINES

8 LB. PAUTAS DE EMBOLSADO



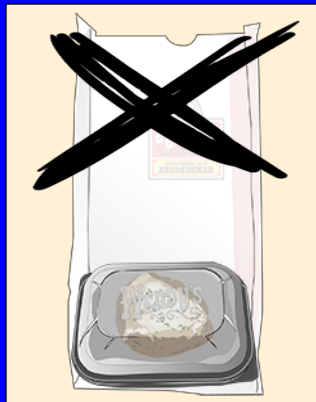
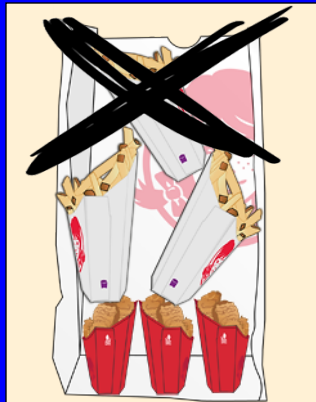
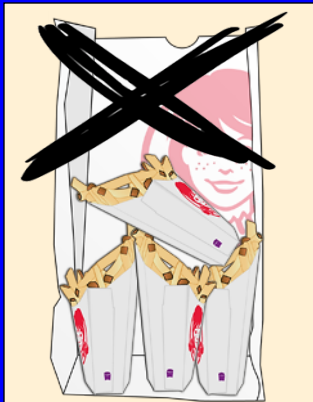
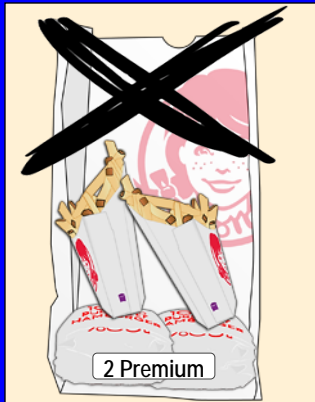
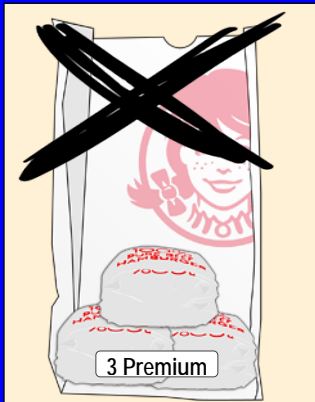
Combos should be bagged separately

Last Updated: March 2014



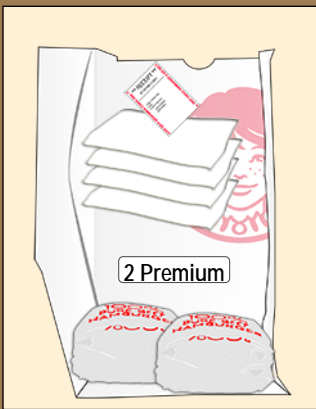
INCORRECT 8 LB. BAGGING

INCORRECTO 8 LB. EMBOLSADO



12 LB. BAGGING GUIDELINES

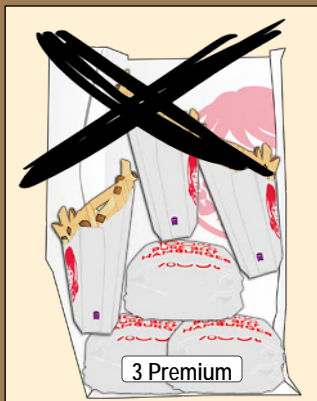
12 LB. PAUTAS DE EMBOLSADO





INCORRECT 12 LB. BAGGING

INCORRECTO 12 LB. EMBOLSADO



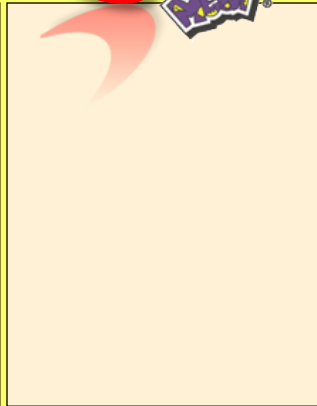
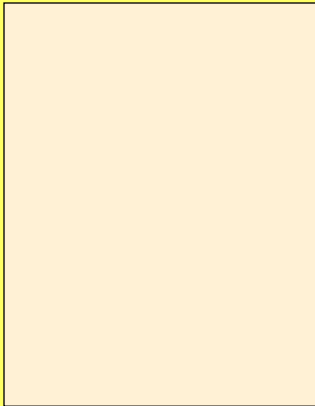
KIDS' MEAL BAGGING GUIDELINES

KIDS' MEAL PAUTAS DE EMBOLSADO



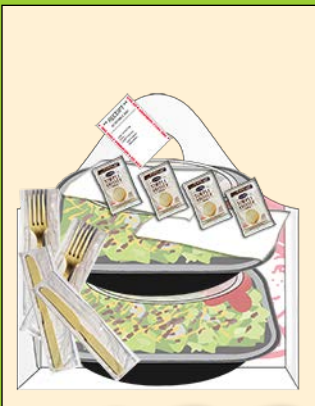


INCORRECT KIDS' MEAL BAGGING INCORRECTO KIDS' MEAL EMBOLSADO



SALAD BAGGING GUIDELINES

SALAD PAUTAS DE EMBOLSADO



Note
Refer to the Salad Accessories Card for specific salad toppings.



INCORRECT SALAD BAGGING

INCORRECTO SALAD EMBOLSADO





Accessory Guidelines

Remember these accessories when bagging an order.

Product	Accessory
Value Sandwich	1 napkin
Premium Sandwich	2 napkins
All Fries Ala Carte	1 napkin and Upon Request: 1 Ketchup, 1 Salt packet
Chicken Nuggets (Combo)	1 napkin, 1 sauce (2 napkins, 2 sauces)
Chili	1 napkin, 1 spoon, 2 Cracker packets and Upon Request: 1 Hot Sauce packet
Sour Cream and Chive Baked Potato	1 napkin, 1 fork, 1 knife, 1 Salt packet, 1 Pepper packet, 1 Sour Cream packet, and Upon Request: 1 Margarine per Potato
Frosty	1 napkin (if ordered by itself), 1 spoon (if ordered by itself)
Frosty Float	1 napkin (if ordered by itself), 1 spoon, 1 straw (if ordered by itself)
Frosty Shake	1 napkin (if ordered by itself), 1 straw (if ordered by itself)
Drinks or Milk	1 straw
Cold Tea	1 straw and Upon Request: Sugar and/or Lemon
Hot Tea	Upon Request: Stir stick, Lemon, Cream or Sugar
Coffee	Upon Request: Stir stick, Cream/Sugar. Breakfast Restaurants: Dress customer's Coffee
Kids' Meal with a Frosty	1 napkin, 1 spoon, 1 Kids' Meal Toy and Upon Request: 1 Ketchup
Kids' Meal with a Drink	1 napkin, 1 straw, 1 Kids' Meal Toy and Upon Request: 1 Ketchup



Salad Accessories

Remember these accessories when bagging salads.

Product	Accessory
Caesar Side Salad	1 napkin, 1 fork, 1 knife, 1 Lemon Garlic Caesar Dressing packet, 1 Crouton packet
Side Salad	1 napkin, 1 fork, 1 knife, 1 packet of dressing (Customer's Choice), 1 Crouton packet
BBQ Ranch Chicken Salad	Half-Size: 1 napkin, 1 fork, 1 knife, 1 BBQ Ranch Dressing packet Full-Size: 1 napkin, 1 fork, 1 knife, 2 BBQ Ranch Dressing packet
Asian Cashew Chicken Salad	Half-Size: 1 napkin, 1 fork, 1 knife, 1 Light Spicy Asian Vinaigrette Dressing packet, 1 Spicy Roasted Cashew Packet Full-Size: 1 napkin, 1 fork, 1 knife, 2 Light Spicy Asian Vinaigrette Dressing packets, 1 Spicy Roasted Cashew Packet
Apple Pecan Chicken Salad	Half-Size: 1 napkin, 1 fork, 1 knife, 1 Pomegranate Vinaigrette Dressing packet, 1 Roasted Pecans packet Full-Size: 1 napkin, 1 fork, 1 knife, 2 Pomegranate Vinaigrette Dressing packets, 1 Roasted Pecans packet
Spicy Chicken Caesar Salad	Half-Size: 1 napkin, 1 fork, 1 knife, 1 Lemon Garlic Caesar Dressing packet, 1 Crouton packet Full-Size: 1 napkin, 1 fork, 1 knife, 2 Lemon Garlic Caesar Dressing packets, 1 Crouton packet
Chili Salad	Half-Size: 1 napkin, 1 fork, 1 knife, 1/2 small Chili, 1 Sour Cream packet Full-Size: 1 napkin, 1 fork, 1 knife, 1 small Chili, 2 Sour Cream packets